

City of Chattanooga, TN
Personnel Class Specification

Class code 0232

FLSA: Non-Exempt

CLASSIFICATION TITLE: VEHICLE SERVICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform minor maintenance and repairs on City fleet vehicles.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Fuels and services equipment and vehicles; checks fluid levels and refills as necessary.

Changes oil in engines of small equipment and vehicles, which includes replacing oil filter.

Checks for safe and proper operation of brakes, clutches, transmissions, hydraulic systems, radiators, and other engine parts; makes adjustments and minor repairs as appropriate; advises supervisor of need for complex repairs.

Inspects non-engine vehicle parts for proper functioning such as signal and brake lights, seat belts, windshield wipers, and electrical systems.

Changes, balances, refills with air, and rotates tires.

Delivers and picks up vehicles that are incapacitated or being serviced at privately operated shops.

Maintains and repairs fueling and lubricating equipment.

Performs duties in compliance with departmental and governmental regulations and laws.

Documents completed repairs and maintenance; down loads daily transactions and generates computer reports; may answer incoming telephone and radio calls.

Cleans and maintains shop area; inventories daily fuel usage.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in Equipment and Automotive Mechanics; supplemented by 5 to 11 months previous experience and/or training involving maintenance and minor repair of vehicles and equipment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May be required to possess and maintain a valid Tennessee driver's license or Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as grease, dust, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.